 <b>Baku Engineering University</b> public legal entity		<b>Scientific Council Meeting Protocol</b>	
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**Number: 010/2024**

**24.12.2024**

**Attended: 29 out of 31 members  
of the Scientific Council.**


**Chairman of the Scientific Council – Piriyev Y.M.**

**Secretary of the Scientific Council – Zeynalı J.R.**

### **AGENDA OF THE MEETING**

- 1. The state of preparation for the winter examination session and the tasks ahead**
- 2. Evaluation of the results of questionnaire surveys**
- 3. Miscellaneous issues**
  - 3.1. The issue of approval of the Charter of the “Research and Design Institute of Baku Engineering University” Limited Liability Company**

Starting his speech by greeting the members of the Scientific Council and the invited staff, Rector Y. Piriyev noted that today is the birthday of the Victorious Supreme Commander Mr. Ilham Aliyev, that a congratulatory letter was addressed to our President on behalf of the leadership and staff of Baku Engineering University on this occasion, and wished our Head of State Mr. Ilham Aliyev strong health and continuous success in his work. The Rector also congratulated Elman Babayev, Head of the Public Relations Department of Baku Engineering University, on being awarded a Letter of Appreciation by the President of the Republic of Azerbaijan Ilham Aliyev for his active participation in the 29th session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP29) held in Baku on November 11–22, 2024, emphasized that he performs his duties at a high level, and wished him success in his future activities. Then Rector Y. Piriyev noted that Bayram Huseynzadeh, Vice-Rector for Social Affairs and Public Relations of Baku Engineering University, was awarded the badge “Advanced Education Worker of the Republic of Azerbaijan” based on the relevant order of the Minister of Science and Education Emin Amrullayev, and presenting the certificate

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and badge to the vice-rector, wished him success in his effective activity at the university.


The Rector, speaking about the achievements gained by Baku Engineering University during 2024 at the last Scientific Council of the academic year, also emphasized several points: he mentioned that Isa Gasimov, an employee of Baku Engineering University – Director of the Technopark – became a winner of the “IDDA Awards 2024” competition announced by the Innovation and Digital Development Agency under the Ministry of Digital Development and Transport. He also spoke about the productive discussions held at the meeting on the topic “Regulation of technology transfer processes in higher education,” organized jointly with the Intellectual Property Agency in December at Baku Engineering University with the participation of Kamran Imanov, Chairman of the Board of the Intellectual Property Agency, and Prof. Habip Asan, Director of the Department for Transition and Developing Countries of the Regional and National Development Sector of the United Nations World Intellectual Property Organization (WIPO), and stated that after the meeting Prof. Habip Asan addressed a letter expressing that he highly appreciated the activities of our university in this direction. The Rector finally expressed his gratitude to each employee who contributed to the mentioned activities.

Congratulating the members of the Scientific Council and the invited staff on the upcoming Day of Solidarity of World Azerbaijanis and the New Year, the Rector, taking into account the presence of quorum, declared the meeting of the Scientific Council open. Then the chairman brought the agenda of the meeting to the attention of the Council members, asked whether there were any additions to the agenda, and put the issue of approval of the agenda to an open vote.

#### **SƏSVERMƏNİN NƏTİCƏLƏRİ:**

In favor – 29 votes, against – 0 votes, abstained – 0 votes. The agenda was adopted unanimously.

After the announcement of the voting results, the discussion of the issues on the agenda was started.

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## ISSUE I

### The state of preparation for the winter examination session and the tasks ahead

The chairman gave the floor to Vice-Rector for Academic Affairs H. Orucov to make a report on the issue.

#### HEARD:

**Vice-Rector for Academic Affairs H. Orucov** – began his speech by congratulating the members of the Scientific Council and the invited staff on the upcoming New Year. The Vice-Rector noted that the autumn semester examination session of the 2024/2025 academic year will be organized on the basis of the order No. 3-29/3-2-766F/2024 dated December 11 of the Ministry of Science and Education of the Republic of Azerbaijan and the order No. 0901 dated December 17 of the Rector of BMU, and provided information about the state of preparation for the winter examination session and the tasks ahead.

Rector Y. Piriyeu asked the members of the Scientific Council and the invited staff whether there were any questions on the topic.

#### QUESTION:


**Head of the Department of Mechanical Engineering M. Bashirov:** A part of the state-funded students are expelled from the university for various reasons: either by their own application or due to academic failure. In such cases, if a student studying on a paid basis with high academic performance has an academic debt, is it possible to transfer him/her to the state-funded form of education?

#### ANSWER:

**Vice-Rector for Academic Affairs H. Orucov:** According to the current legislation, in such cases, the student with the highest academic performance during one semester is transferred to the state-funded form of education. If the student has an academic debt, what high performance can be discussed?!

#### QUESTION:

**Head of the Department of Mechanical Engineering M. Bashirov:** The failure of students to complete course registration on time causes various problems related to tuition fees. In this situation, if registration is not carried out, is it possible

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to consider the courses предусмотрен in the curriculum as completed in terms of registration?

**ANSWER:**

**Vice-Rector for Academic Affairs H. Orucov:** Failure to complete course registration on time is contrary to official rules and internal procedures of the educational institution. When registration is not carried out, it is not possible to automatically consider the courses предусмотрен in the curriculum as completed in terms of registration. In such cases, measures should be taken to ensure that students do not delay course registration and appropriate approaches should be applied by the management to this issue. Faculty deans should also supervise this matter.


**SPOKE:**

**Vice-Rector for Financial and Economic Affairs M. Zeynalov** – noted regarding the issue of students’ tuition payment that although students are required to pay tuition fees before course registration each semester, sometimes they pay after the end of the academic period, which leads to a number of financial problems. Of course, applications of students with financial difficulties are reviewed and taken into account, but in general, it would be better to instruct students on timely payment of tuition fees.

**Rector Y. Piriyeu** stated that he agrees with M. Zeynalov and instructed faculty deans to keep the issue under control.

**SPOKE:**

**Rector Y. Piriyeu:** It is indicated in the table that 30% of students study in English, however, information is not provided regarding which specialties are covered by this percentage and how many specialties correspond to this language of instruction. At the same time, the issue of assessing the language proficiency of teachers teaching in English is also an important issue. If there are not enough personnel capable of providing quality education in English for a certain specialty, the issue of reducing the admission quota for that specialty or not offering this specialty at all should be considered. Conducting education in Azerbaijani for students studying in English, on the one hand, violates their rights, and on the other hand, requires the allocation of additional financial resources for conducting education in English. For this reason, personnel selection should be carried out not

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only according to specialty but also in accordance with the quality of the language of instruction.

**QUESTION:**

**Head of the Department of Automation, Telecommunications and Energy**

**R. Humbatov:** The number of students studying in English is increasing, however, the number of teachers teaching in English is not increasing accordingly. In this case, it is important to determine which criteria should be prioritized in personnel selection: specialists with weak English skills but professional in their field, or teachers with high English proficiency but not very experienced in teaching the subject?

**ANSWER:**

**Rector Y.Piriyev:** In personnel selection, attention should be paid not only to English language proficiency but also to professionalism in teaching the subject. Both skills should be balanced so that quality and effective education can be provided to students. However, when faced with a choice, the main priority should be to train professional specialists.


Another issue is that most teachers teaching in English have graduated from philology or translation specialties. However, it is important to recruit teachers who have completed the specialty of English language teaching, because these teachers have both language knowledge and pedagogical skills. Hiring such teachers is of great importance in terms of improving the quality of education and providing more effective education to students.

Taking into account that there was no one wishing to speak or ask a question regarding the topic presented for discussion, the chairman put the issue of considering the report satisfactory to an open vote.

**RESULTS OF THE VOTING:**

In favor – 29 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

**DECIDED:**

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1. The report of Vice-Rector for Academic Affairs H. Orucov on “The state of preparation for the winter examination session and the tasks ahead” shall be considered satisfactory.

2. Departments:

- ensure full completion of electronic journals;
- ensure timely entry of students’ current assessment and TSI scores into the electronic system;
- organize the preparation, discussion at the department, and printing of exam questions.

3. Dean’s offices:

- ensure announcement of exam dates to students;
- ensure conduct of excused and retake exams;
- supervise the completion of scholarship reports as soon as possible after the end of the examination session. başa çatdırılmasına nəzarət etsinlər.

4. Department of Master’s and Doctoral Studies:

- supervise the organization and participation of master’s students in exams.

(The report of Vice-Rector for Academic Affairs H. Orucov on “The state of preparation for the winter examination session and the tasks ahead” is attached to the protocol.)


## ISSUE II

### 1. Evaluation of the results of questionnaire surveys

The chairman gave the floor to the Head of the Strategy and Quality Assurance Department S. Imanova to make a report.

#### **HEARD:**

**Head of the Strategy and Quality Assurance Department S. Imanova** – starting her speech by greeting the Council members, presented her report on the analysis results of the questionnaires conducted in the 2023–2024 academic year. The reporter provided information on the results of the analysis of the questionnaire “Evaluation of the teaching process (for teachers),” the questionnaire “Student satisfaction,” the questionnaire “Employee satisfaction,” and the “analyses conducted on exam monitoring results.”

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**Rector Y. Piriyev** asked whether there were any questions.

**SPOKE:**

**Rector Y. Piriyev:** Thank you for the information. I would like to express my opinion on several issues. My attitude towards the problem raised regarding the absence of points in front of exam questions is not positive. For proper regulation of the issue, teachers should base on the relevant formatting rules when preparing exam questions. Control of the process should be carried out by department heads, and teachers should be provided with necessary instructions.

Regarding the low satisfaction indicators related to internet service, I would like to note that this problem has also been one of the main problems in previous years and appropriate measures have been taken in this direction. The internet speed has been increased and it is planned to increase it further in the future. At the same time, it is necessary to evaluate whether the fact of low satisfaction indicators is consistent with reality by comparing it with the previous year. Compared to previous meetings held with students, no particular complaints were expressed on this issue in recent meetings.

As a final result, I would like to note that, of course, we must determine our strengths and weaknesses. However, it is important to pay special attention to whether the analysis results of the conducted surveys are objective and reflect the real situation.

Taking into account that there was no one wishing to speak, the chairman put the issue to an open vote.


**RESULTS OF THE VOTING:**

In favor – 29 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

**DECIDED:**

1. The report of the Head of the Strategy and Quality Assurance Department S. Imanova on “Evaluation of the results of questionnaire surveys” shall be considered satisfactory.

(The report is attached to the protocol.)

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### III MISCELLANEOUS ISSUES

#### 3.1. The issue of approval of the Charter of the “Research and Design Institute of Baku Engineering University” Limited Liability Company

Rector Y. Piriyev noted that at the meeting of the Scientific Council dated 09.07.2024, a decision was made on the establishment of “BMU Scientific Research and Design Institute” LLC and approval of its Charter. The Rector put to an open vote the issue of making certain changes in the name and the Charter of “BMU Scientific Research and Design Institute” LLC and approving it as the Charter of the “Research and Design Institute of Baku Engineering University” Limited Liability Company.


#### **RESULTS OF THE VOTING:**

In favor – 29 votes, against – 0 votes, abstained – 0 votes. Adopted unanimously.

#### **DECIDED:**

1. The Charter of the “Research and Design Institute of Baku Engineering University” Limited Liability Company shall be approved taking into account the changes.

(The Charter is attached to the protocol.)

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**Chairman of the Scientific Council:**

**Yaqub Piriyev**

**Secretary of the Scientific Council:**

**Jalə Zeynalı**

*Attachment: Audio recording (CD) of the Scientific Council meeting is attached to the protocol.*